

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



June 14, 2004

Dear Advisory Committee, Extended Review Forum, and Project Team Members,

The next *California Water Plan Update* Advisory Committee meeting is Thursday, June 24, 2004 in the Sterling Hotel's "Ballroom," 1300 H Street, Sacramento. Registration begins at 8:30 a.m. Caucus or workgroups will meet from 8:30 - 9:00, and the meeting starts at 9:00 and ends at 3:30 p.m. A draft agenda is enclosed. All Advisory Committee meetings are open to the public.

RSVP -- Advisory Committee and Extended Review Forum

If you plan to attend, please let **Nancy Van Buren** know by Monday, June 21, at e-mail address: nancyv@water.ca.gov.

RSVP -- Project Team

Please let me know by Monday, June 21, if you plan to attend, either by e-mailing me or telephoning me at (916) 653-7101.

Meeting Materials

Please bring Volume 1 with you. AC members received Volume 1 in the mail; others can download it at:
<http://www.waterplan.water.ca.gov/b160/workgroups/chapterreviewgroup.htm#volume1>.
For additional meeting materials, watch the Advisory Committee Meeting Materials web page at: <http://www.waterplan.water.ca.gov/b160/committee/meetings.html>.

Location

Enclosed are a map and directions to the Sterling Hotel. Sterling's web address is: <http://www.sterlinghotel.com>.

Lunch

Please bring \$10.00 cash for lunch -- sorry, no checks will be accepted. The featured dish is a chef's choice lunch; the menu will be posted in the morning when you are buying tickets.

Travel and Parking

There are parking garages at 14th and H Streets and 14th and I Streets. 13th Street between H and I Streets has 10-hour quarter meters. The light rail stops at 12th and I Streets. From the airport, take an airport shuttle or a taxi. Advisory Committee members, please save your receipts for reimbursement.

Advisory Committee, et al.

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Room Reservations and Reimbursement (for Advisory Committee members only)

Call 1-800-365-7660 to make reservations at the Sterling -- ask for the State rate. If you would like to stay at the Clarion (16th and H), call (916) 444-8000 -- again, ask for the State rate.

The usual forms will be available at the meeting if you want to be reimbursed for lunch and/or other travel expenses. (You can only be reimbursed for lunch if your trip is more than 24 hours.)

Finally, please bring your calendars! If you have any questions, I can be reached at vsajac@water.ca.gov or at (916) 653-7101. I look forward to seeing you on June 24!

Sincerely,

Virginia Sajac

Virginia Sajac
Water Plan Administrative Support

Enclosures